



Washington Workers
Partners in Smart Commuting

State Agency Commute Trip Reduction Program Sample Program Outline

Successful Commute Trip Reduction (CTR) programs have the support and commitment of upper management and include program elements that will work for each worksite's employees. The following information is intended to help you write a CTR program for your agency. *A sample outline begins on page 3.*

Your CTR program should be distributed to all agency employees, so they know what commute options are available to them.

If you have any questions or need assistance, please call Michael Van Gelder at (360) 902-7381 or Joan Cullen at (360) 902-7318 at the Department of General Administration's State Agency Commute Trip Reduction Program.

Mandatory Requirements:

RCW 70.94.531 describes the mandatory elements of employers' CTR programs. The four mandatory requirements are:

Requirement #1:

Designation of a transportation coordinator and the display of the name, location, and telephone number of the coordinator in a prominent manner at each affected worksite.

- a. Designation of the employee transportation coordinator (ETC) and the display of his/her name, location, and telephone number in a prominent manner at each affected worksite. An ETC may be responsible for more than one worksite.
- b. Each state agency must appoint one commute trip reduction coordinator (CTRC). CTRC duties:
 - ♦ primary contact person with the Department of General Administration (GA)
 - ♦ responsible for the overall development of the agency's CTR program
 - ♦ oversees the implementation of the CTR program in all affected counties
 - ♦ responsible for the administration of the program
- c. Agencies that have multiple affected worksites in one or more counties may need to appoint an employee transportation coordinator (ETC) for each worksite and/or county. ETC duties:
 - ♦ coordinate with the agency's CTRC
 - ♦ designated as the main contact to local jurisdictions in counties where the agency's CTRC does not reside
 - ♦ could be responsible for developing the agency's worksite program
 - ♦ could be responsible for administration and implementation of the agency's CTR program at an affected worksite

NOTE: CTRCs may also be the agency's and/or a worksite's ETC.

Requirement #2:

Regular distribution of information to employees regarding alternatives to single-occupant vehicle commuting.

- a. Agencies must refer to the local jurisdiction's plan to determine how "regular" is defined. Most plans indicate information must be distributed at least once a year. State agency programs must indicate the information distributed, the method used, and the frequency of the distribution. This information will be included in the agency's yearly report.
- b. Agencies should include information about their CTR program in their new employee orientation packets and/or through their orientation processes.

Requirement #3:

Annual review of employee commuting and reporting of progress toward meeting the vehicle miles traveled and single-occupant vehicle reduction goals for each affected worksite. Annual reports must be submitted to local jurisdictions in each CTR county. In addition, affected state agencies must report annually to GA and submit a CTR cost survey.

Local Jurisdictions:

- a. Agencies are required to conduct an annual review and keep records documenting the agency's progress towards meeting the CTR goals. This information is to be compiled in the *Program Description and Employer Annual Report* form which will be provided to **each affected worksite** by the lead agency in the CTR-affected counties. Copies of this report will be provided to GA by the lead CTR agency in each county.
- b. Affected agencies will be required to survey their employees in 1995, 1997, 1999, 2001, 2003 and 2005. The results must be included in the annual report to the lead agencies. Surveys will be provided by the lead agency in each CTR-affected county. Results are compiled by the University of Washington. Survey reports will be provided to GA by the lead CTR agency in each county.

Department of General Administration (GA)

- c. State agencies are required to report annually to GA (RCW 70.94.551). The *State Agency Initial Report* must be filed with GA by all CTR-affected agencies (as they become affected). Agencies not affected by the CTR law that choose to participate in the state's CTR program must also submit the initial report. The initial report must include a copy of the agency's CTR policy (signed by the agency director), copies of CTR program element policies (such as telecommuting, flextime, and compressed work week), and a copy of the agency's overall CTR program (see samples that follow). Copies of **each affected worksite's** *Program Description and Employer Annual Report* must also be submitted annually to GA at the same time they are submitted to the local jurisdiction. Assistance from GA's CTR staff is available to all agency CTCRs.

Washington State Department of Transportation (WSDOT))

- d. WSDOT will the *Cost Survey* to affected worksites with instructions included..

Requirement #4:

Implementation of a set of measures designed to achieve the applicable commute trip reduction goals adopted by the jurisdiction.

- a. Because of the diversity in the locations of state agencies, no one program can be designed that would meet the needs of all state worksites. The specific combination of strategies for each worksite program is optional and will depend on many factors such as the goals of the CTR zone for each worksite, the type of work force, the geographic location, and the transportation systems that are available. An agency's overall CTR program must describe the measures or strategies that are available to all the agency's employees.

Sample Outline for Commute Trip Reduction Program:**Section 1: Commute Trip Reduction Introduction**

Include a brief description of commute trip reduction. For example, the introduction to the *State Government Commute Trip Reduction Plan; Guidelines for Worksite Programs* states:

Washington State's Commute Trip Reduction Law was adopted by the 1991 Legislature and incorporated into the Washington Clean Air Act as RCW 70.94.521 - 551. Its intent is to improve air quality, reduce traffic congestion, and reduce the consumption of petroleum fuels through employer-based programs that encourage the use of alternatives to the single occupant vehicle (SOV) for the commute trip.

Section 2: Statement of Management Support and Commitment

Indicate the agency's commitment to commute trip reduction, including:

❖ **CTR mission statement.** Example:

"To identify and establish commute alternatives and policies that will reduce employee single occupant vehicle use and vehicle miles traveled to and from work."

❖ **CTR policy statement.** Examples:

"To aggressively develop, support, and promote programs to reduce commute trips and vehicle miles traveled by employees, and encourage use of alternatives to the single occupant vehicle for trips to and from work."

"Agency offices which are collocated with other state agencies who are required to develop CTR programs will cooperate with such agencies and participate in their programs."

"To promote and provide a positive climate for commute trip reduction elements and support activities such as carpooling, vanpooling, pedestrian and bicycle commuting, employee subsidies and incentives, public transit, telecommuting, commuter ridematching, guaranteed ride home, and alternative and flexible work schedules."

❖ **Director's signature**

Section 3: Commute Trip Reduction Coordinator (CTRC) and Employee Transportation Coordinator (ETC)

Include the name, address, and phone number of the agency's Commute Trip Reduction Coordinator, and encourage employees to contact the CTRC for more information. Indicate where the CTRC's name, location, and telephone number are displayed. **See mandatory requirement #1 on page one.**

Large agencies should consider using ETCs as well.

Section 4: Agency Overview

Overview of agency, including major type of business, total number of employees, and total number of worksites. Indicate whether nonaffected worksites are also eligible to participate in the program.

Section 5: Commute Trip Reduction Committee

Describe the agency's CTR Committee and its mission, including:

- ❖ Purpose of the committee
- ❖ Timeline - does the committee meet on a regular basis?
- ❖ Membership - you may want to recognize committee members by listing names of participants.

Important Reminder: If there are any represented employees in the agency, remember to include members of bargaining units on your CTR committee.

Section 6: Commute Trip Reduction Program Overview

List program elements that are available to the agency's employees, including a brief description of each element. (See *Attachment A* for a list of possible program elements and a description of each element.) **See mandatory requirement #4 on page three.**

Section 7: Employee Education and Promotion

Indicate how the agency plans to educate employees and promote the CTR program. **See mandatory requirement #2 on page two.** Some ideas:

- ❖ *Commuter Information Center (CIC)* -- containing transit/shuttle information, vanpool availability information, and other transportation information important to employees. CICs may be available from local transit agencies.
- ❖ *Newsletter* -- containing information about current commute issues, parking policies, transportation fairs, promotional events, and CTR updates.
- ❖ *Transportation fairs* -- provide transit and ridematching information to employees by scheduling transportation fairs with local transit agencies.
- ❖ *New employee orientation packets* -- include information about commute trip reduction and alternative modes of transportation. **See mandatory requirement #2b on page two.**
- ❖ *Fliers and posters*
- ❖ *Promotional events* -- plan special promotional events or participate in CTR events, such as the Oil Smart campaign.

Section 8: Monitoring and Reporting

Indicate how the agency will monitor and report its CTR program. *See mandatory requirement #3 on page two.* Some examples:

- ❖ *Program Description and Annual Report* -- due yearly to local jurisdictions. *See mandatory requirements #3a on page two.*
- ❖ *Surveys* -- employees are asked to track their commute modes for a specified period (e.g., two weeks). Formal surveys will be taken in 1995, 1997, 1999, 2001, 2003 and 2005. Informal surveys may be taken in other years. *See mandatory requirement #3b on page two.*
- ❖ *Cost Survey* -- agencies track costs associated with CTR programs. WSDOT will supply *Cost Survey* forms to affected employers. *See mandatory requirement #3d on page two.*
- ❖ *Guaranteed Ride Home* -- keep records of usage.
- ❖ *CTR Policies* -- send copies of policies for CTR program elements (as they are developed) to the Department of General Administration.

Section 9: Worksite Information

List each worksite and include the following information for each worksite:

- ❖ Physical address of each participating worksite.
- ❖ Name, address, and phone number of the agency's Commute Trip Reduction Coordinator (CTRC) and/or the worksite's Employee Transportation Coordinator (ETC). One ETC may oversee several worksites. *See mandatory requirement #1a and #1c on page one.*
- ❖ General site description, including type of business, number of buildings, etc.
- ❖ Site transportation characteristics/services, including main arterials in the vicinity, distance to bus stops, ferry terminals, bike lanes, sidewalks, restaurants and shopping; whether bicycles or fleet cars are available for employee use; parking availability and costs, and any parking problems.
- ❖ Employee information, such as number of full-time and/or affected employees, and a brief description of major occupation categories. Does or could the employee mix affect commute trip reduction? If so, please describe.
- ❖ Possible barriers to meeting the CTR goals, such as collective bargaining; employees need personal vehicles for work; employees are on-call or work multiple or rotating shifts; employees report to one site and work at another; etc.

Using the above information, determine which CTR program elements will work best at *each worksite*. **For each worksite**, list CTR program elements that are available to the employees. If available, include information distribution and promotional events. *See mandatory requirement #4a on page three.*